

Minutes from the May 18, 2005
Printing and Mail Managers Exchange Forum Teleconference

Twenty-five individuals participated in the Printing and Mail Managers Exchange Forum, which included Printing and Mail Managers and Contractors

Comments/Additions to last Months Minutes

Corrections were made

Dallas Woodruff, Headquarters opened the meeting and thanked everyone for participating in the teleconference. Dallas also encouraged the group to assist Headquarters in the way of submitting topics for discussion.

Mail Agenda items

Mail Operation- Phase IV Meters and Equipment in Place by December 2006

Al Majors, Headquarters informed the group that on or before December 2006, the US Postal Service (USPS) is requiring the installation of the new digital meters for processing mail. This is the phase four process which is required by the USPS. Linda Adams, Savannah River Site asked where individuals can obtain specifications on the various digital meters. Mr. Majors suggested visiting the USPS website as well as vendor that provide digital meters for processing USPS mail.

Tony Toliver, Western Area Power Administration asked if a date and location have been determined for the next General Services Administration's (GSA) Mail Symposium. Mr. Majors said the symposium will be held every two years and that no date and location has been determined.

Printing Agenda Items...

Addendum to the Memorandum of Agreement between the GPO and DOE for the Increase in Spending Limits when Utilizing the Simplified Purchase Agreement (SPA)

Dallas Woodruff, Headquarters informed the group that on March 23, 2005, Headquarters sent a memorandum to sites informing them that the Government Printing Office had increased the spending limits up to \$10,000. Your spending limits can be increase to any dollar amount up to but not to exceed the \$10,000 limit. Some sites did inquire about the SPA and how to begin using the SPA. Linda Adams, Savannah River Site stated that her site has applied for the increase by submitting an updated addendum. Sites were encouraged to contact the GPO Regional Office that provides support for their site.

The recent Joint Committee on Printing Commercial Printing Report

Dallas Woodruff, Headquarters thanked the group for submitting their Commercial Printing Report to Headquarters in a timely manner. Mr. Woodruff told the group that a number of sites had

contacted him in regards to the \$1000.00 spending limit that is mentioned in Title 44, U.S. Code Section 501. *Several* individuals felt that they could spend up to the \$1000.00 without procuring the work through the GPO. Mr. Woodruff stated that all work must be offered to the GPO prior to using an outside vendor that is not on the GPO bid list regardless of the \$1000.00 limit. If it is determined by the GPO that the services can not be provided by the GPO or a GPO vendor, then the GPO will issue a waiver to allow the services to be provided by a vendor that is not on the GPO bid list.

Linda Adams, Savannah River Site said the joy on utilizing the GPO Simplified Purchase Agreement (SPA) is that for orders less than \$1000.00 you are only required to contact one vendor.

Procedure to Excess Printing and Duplicating Equipment

Dallas Woodruff, Headquarters informed the group that sites are required to submit a letter to the Office of Administration requesting authorization to excess equipment. Headquarters would then forward the request to the Government Printing Office (GPO) offering them the equipment. GPO will respond by letter informing the Department on whether or not they have a need for the equipment. Headquarters will respond back to the requesting site informing them whether or not the GPO has a need for the equipment; and how to proceed with excising equipment.

If the equipment is to be traded in for new equipment sites are required to submit a memorandum to the Office of Administration requesting authorization to purchase or lease new equipment, and that a trade in is part of the request. Headquarters will write to the Joint Committee on Printing (JCP) requesting authorization to purchase or lease the new equipment. Headquarters will respond back to the requesting site once a response from the Joint Committee on Printing has been received.

Robin Benak, Bethel Nevada asked what types of equipment doesn't need JCP approval. Mr. Woodruff said that depends on the type of equipment and that the Government Printing and Binding Regulation list equipment in column one and column two. Column one equipment needs JCP approval.

Government Printing Office Reorganization

Dallas Woodruff, Headquarters informed the group the GPO is planning to close and downsize some of its regional offices due a decrease in services being requested by agencies. However the GPO has ensured the agencies that when a location is closed those services that is currently being provided will be transferred to another regional office.

Attendance

Headquarters (2)	National Renewable Energy Laboratory (2)
Oak Ridge Operations Office (2)	Knoll Atomic Power Laboratory
Western Area Power Administration (2)	Legacy Management Morgantown, WV
Los Alamos National Laboratory	Pantex Site office (2)
Bechtel Nevada	Savannah River Site
Berkeley Site Office	Grand Junction, Legacy Management (2)
Strategic Petroleum Reserves Office (2)	Flour Hanford
Nevada Site Office	National Security Complex Y-12 (2)
Schenectady Naval Reactors (2)	